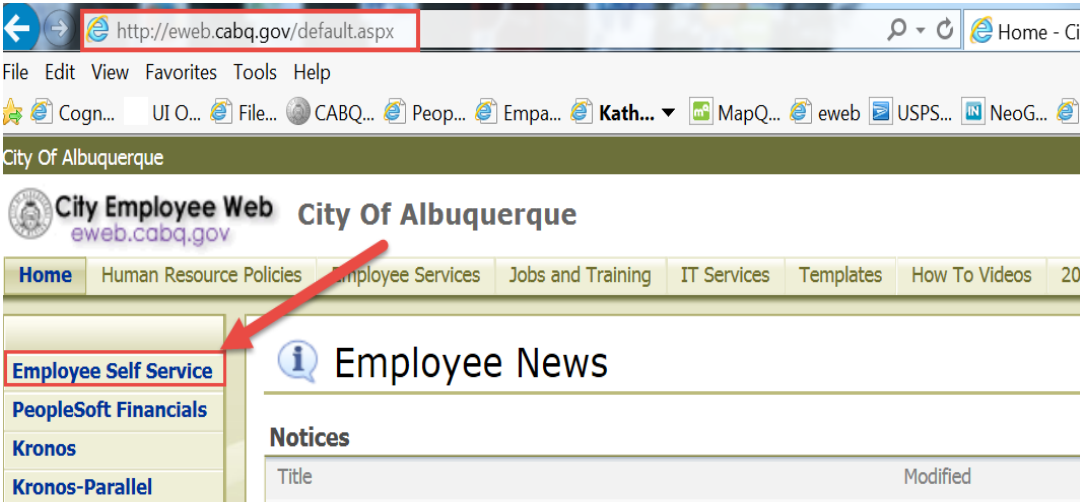
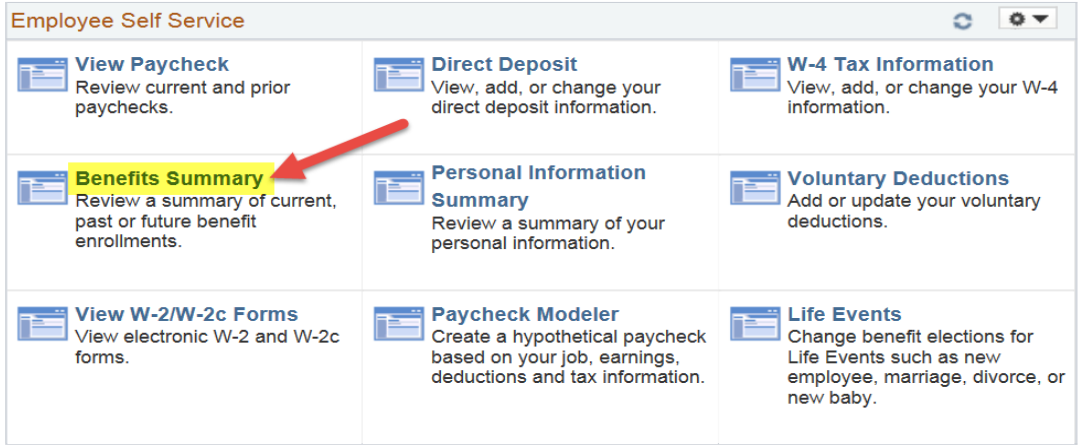


Adding SSN to Dependent Record through ESS

The following pages describe how to sign in to PeopleSoft and update your dependent(s) record.

Step	Action
1.	<p>Open an internet session from any browser. In the address line type eweb.cabq.gov. You can also get there by going to the City's Employee website at eweb.cabq.gov. Once there, you can click on the Employee Self Service link in the top left corner. This will take you to the login screen for PeopleSoft.</p> 
2.	<p>When the login page appears, sign in to Peoplesoft by entering your User ID and Password. Your User ID is a 6 character value that follows one of the following protocols: Exxxxx (the x's being the last 5 numbers in your Employee ID) or a 6 character alpha field comprised of a department identifier and your initials.</p>
3.	<p>Enter your User ID into the User ID field.</p>
4.	<p>Press [Tab] to go to the Password field.</p>
5.	<p>Enter your password into the Password field. If you do not know your password, or if you have entered the wrong password 3 or more times and have been locked out, you will need to call the helpdesk at 768-2930 to have your password reset.</p>
6.	<p>Click on the Sign In button.</p>
7.	<p>On the ESS Home Page, click on the Benefits Summary link:</p> 

Step	Action									
8.	<p>After you click the Benefits Summary link, you will be at the Benefits Summary screen. Here you will click on the link to Medical Insurance.</p> <div><p>Benefits Summary</p><table><tr><th>Type of Benefit</th><th>Plan Description</th><th>Coverage or Participation</th></tr><tr><td>Medical</td><td>Presbyterian Plan-Independent</td><td>Employee Only</td></tr><tr><td>Dental</td><td>Delta Dental</td><td>Employee Only</td></tr></table></div>	Type of Benefit	Plan Description	Coverage or Participation	Medical	Presbyterian Plan-Independent	Employee Only	Dental	Delta Dental	Employee Only
Type of Benefit	Plan Description	Coverage or Participation								
Medical	Presbyterian Plan-Independent	Employee Only								
Dental	Delta Dental	Employee Only								
9.	On the Medical page, you will see a list of your covered dependents. Their name in blue is a link to their record.									
10.	Check each dependent record and click on <div>Edit</div> at the bottom of the screen. Enter their SSN as needed.									
11.	<div><p>Personal Information</p><div><div>*First Name</div><div></div></div><div><div>Middle Name</div><div></div></div><div><div>*Last Name</div><div></div></div><div><div>Name Prefix</div><div></div><div></div></div><div><div>Name Suffix</div><div></div><div></div></div><div><div>Date of Birth</div><div></div><div></div></div><div><div>*Gender</div><div>Female</div><div></div></div><div><div>SSN</div><div></div><div>(Social Security Number)</div></div><div><div>*Relationship to Employee</div><div>Child</div><div></div></div></div>									
12.	Click <div>Save</div> at the bottom of the page.									
13.	Click <div>Sign out</div> at the top right side of your screen.									
14.	End of Procedure									